

A Helpful Guide

Datamart Reports!

Tips & Tricks

Common Reporting

Need to know how many Training Hours, Hazardous Fuels Hours or Instructor Hours a Casual has worked?

Use these Reports:

- Training Hours: CAS LIM Training Hours
- Hazardous Fuels Hours: CAS LIM RX Tracking Hours
- Instructor Hours: CAS LIM Instructor Hours

Agency & Hired AT must be ignored when pulling these reports so all hours are counted regardless of where the Casual is hired.

Need information on a payment? Try pulling the **CAS LIM Hours & Deductions** report for Hours Worked, Deductions, & Gross Amount. Includes Hired At, Cost Code, Position Code, Work Dates etc.

Looking for Totals?

CAS LIM Fire Totals will provide totals which can be pulled and/or sorted by Hired At.

CAS LIM YTD Totals will provide totals but cannot be manipulated. If so, it may give incorrect figures. (Calendar Year only)

Need Employee Common Identifiers?

Contact the Casual Payment Center for any additional ECI's that have not been provided previously by your State/Region. (An ECI request form is available on the website.)

Datamart updates nightly and is only 1 day behind FPPS.

Important Things to Know for Reporting

- ♦ A zero "Casual Count" may result from the casual being paid by a different Agency before (casual is only counted once to provide a correct total count).
- ♦ Hazardous Fuels—cost codes change every Fiscal Year but the "hours limit" for Casuals is calculated by Calendar Year.
- ♦ ECI's provided via report will indicate the casuals current Hired At. This may be different from the casuals original Hired At.
- ♦ To STOP a report if you included too much information, do NOT press the X. Press **Alt +End**.



Need more help?

A Web-Based Training Course is available through Datamart:

<https://dmartportal.nbc.gov/>

Contact the Casual Payment Center if you need additional help or have any questions.

877-471-2262